

The following are the NDE NIS cutoff dates for December 2009 through December 2010.

<u>TO NDE ACCTG</u>	<u>IN VR STATE OFFICE*</u>
December 23, 2009	Tue Dec 22
January 22, 2010	Thu Jan 21
February 19, 2010	Thu Feb 18
March 24, 2010	Tue Mar 23
April 23, 2010	Thu Apr 22
May 24, 2010	Fri May 21
June 22, 2010	Mon Jun 21
July 23, 2010	Thu Jul 22
August 24, 2010	Mon Aug 23
September 23, 2010	Wed Sep 22
October 22, 2010	Thu Oct 21
November 19, 2010	Thu Nov 18
December 21, 2010	Mon Dec 20

Documents entered into NIS prior to the cutoff date and received in NDE Central Accounting will be processed in that month. Documents entered into NIS after the cutoff date should have a next month GL date unless you have contacted your Accounting Clerk and she has instructed you to go ahead and use the current month.

* If invoices are not received by the due date shown for VR State Office, there can be no guarantee that they will be paid by the end of that month.